WPAFB PLAN 17
PLAN SUMMARY

1. PURPOSE: Plan 17 provides procedures and assigns tasks to effectively recall/notify WPAFB organizations on a 24-hour basis to support emergency or contingency situations.

2. CONDITIONS FOR IMPLEMENTATION: Plan 17 may be implemented upon direction from AFMC, ASC, 88 ABW commanders or designated representatives to support any peacetime or wartime emergency or contingency situation.

3. OPERATIONS TO BE CONDUCTED:

    a. Organizations will develop and maintain a current 24-hour internal telephone recall and notification system.

    b. Tasked organizations will prepare a supporting document that expands on the guidance in this plan for mission accomplishment.

    c. Each organization will provide current rosters containing Point of Contact (POC) to the organization that is tasked to notify them within the appropriate notification matrixes, and forward a courtesy copy to the 88 ABW Command Post.

4. KEY ASSUMPTIONS:

    a. Communication systems are available.

    b. Organizations not listed in Annex C are notified via activities that have organizational affinity or are in closest physical proximity.

    c. All subsequent notifications from the initial ANS stations are conducted.

5. COMMAND RELATIONSHIPS: All command and control actions in support of this plan will be at the direction of the AFMC, ASC, 88 ABW Commanders or designated representatives.

6. LOGISTICS APPRAISAL: Plan 17 is logistically feasible, provided the key assumptions are valid.

WPAFB PLAN 17
GLOSSARY

BATTLE STAFF: A special base element composed of appointed personnel from staff offices and supporting associate units that provides command, control and support operations relative to natural disasters, deployment, emergency war operations, civil disturbances, base reception for employment/deployment of forces and other declared contingencies. The composition of the battle staff is contained in the WPAFB Plan 8.

DISASTER CONTROL GROUP (DCG): A special base element composed of functional experts for initial response to peacetime major accidents and natural disasters. Provides for on-scene command and control of military resources. The composition of the disaster control group is contained in WPAFB OPlan 32-1.

READINESS CENTER (RC): A facility through which the Commander exercises command and control over peacetime or wartime contingencies.

AUTOMATED NOTIFICATION SYSTEM (ANS): Computerized notification system. The ANS station is located in the 88 ABW Command Post, Bldg. 266, Area A and is the primary system used for WPAFB notification and recall. The ANS may also be used to disseminate sensitive and emergency information.

NORMAL DUTY HOURS: The period of time between 0730-1630, Monday-Friday, excluding holidays.

NON-DUTY HOURS: The period of time between 1631-0729, Monday-Friday. Weekends from 1631 Friday through 0729 on Monday. Holidays: 1631 on the preceding workday through 0729 on the next duty day.

BASE SIREN SYSTEM: An alerting system on base with sirens and public address speakers mounted on buildings and utility poles to alert the base populace of an enemy attack or natural disaster (tornado warning).

DEPLOYMENT: A quality or capability of military forces, which permits them to move from place to place while retaining the ability to fulfill their primary mission.

TASKED ORGANIZATION: Any organization that is tasked in a recall/notification matrix to notify another organization.

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b.   Tasks:

(1)   Command Post will:

(a)   Serve as the primary OPR to activate and initiate the ANS system as directed by proper authority and to the degree necessary to satisfy the immediate situation.   Situations involving battle staff, disaster control group and deployment activities will be coordinated with 88 ABW Commander and Base Plans Division.   Status of recall/ notification will be faxed to the battle staff during contingency operations.

(b)   Use appropriate matrix for recall/notification (ANNEX C) and standardized ANS announcement (ANNEX B) as applicable:

1.   (General Recall/Notification Matrix)   Initiate General Matrix for recall/notification affecting base population during normal duty hours, non-duty hour ANS stations during non-duty hours and non-duty hour base populous notifications/recalls.

2.   (Battle Staff Recall/Notification Matrix)   Initiate Battle Staff Matrix for recall/notification of Battle Staff members.

3.   (Disaster Control Group recall/Notification Matrix)   Initiate Disaster Control Group Matrix for recall/notification of DCG members.

4.   (Deployment Matrix)   Initiate Deployment Matrix for recall and notification of organizations having deployment tasking.

5.   (Task Force One Matrix)   Initiate Task Force One Matrix for recall/notification of supporting organizations.

6.   (National Airborne Operations Center NAOC)   Initiate NAOC Matrix for recall/notification of supporting organizations.

(c)   Maintain a base-wide roster of key personnel.

(2)   Communications Group will assist the Command Post in maintaining the ANS equipment and restore communications during communication outages.

(3)   Base Plans Division will maintain and periodically exercise elements of Plan 17 to ensure the integrity of the plan.

(4)   All unit commanders/directorates will:

(a)   Provide the 88 ABW Command Post (88 ABW/CP) with rosters of key personnel to be contacted on a 24-hour basis for general day-to-day activities other than those specified in Annex C.   Organizations with 24-hour work centers will make their own internal notifications.

(b)   Each organization will ensure its phone numbers identified within the ANS

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system is on a push button phone with an open line that will be answered by a trained/informed person, not machines, computers or voice mail. Changes in notification requirements to include changes in phone numbers, office symbols and organization additions/deletions will be coordinated through the 88 ABW Base Plans Division, Readiness Branch (88 ABW/XPX).

(c) Commanders and directorates will ensure internal procedures for notifying personnel and units with organizational affinity are in place and evaluated periodically.

c. Coordinating Instructions:

(1) Tasked organizations identified as primary ANS stations will ensure that the ANS line is located in an area that will be answered at all times by trained/informed individuals.

(2) When answering an ANS call you must listen to the message in its entirety. Upon the completion of the message the system will prompt you to acknowledge receipt of message by pressing "9" (for "YES" you understood the message) or "6" (for "NO" to have the message repeated) on the phone touch pad. If you pressed "9" you may hang up the phone and follow your internal procedures. If you pressed "6" the message will be repeated. You must listen to the entire message and wait to be prompted at the end to press "9" or "6" on the phone touch pad.

(3) Each organization will develop and maintain current internal telephone recall/ notification systems and test them periodically.

(4) Organizations will brief their personnel concerning telephone recall/notification responsibilities with special emphasis on ANS procedures, subsequent notifications from the ANS station, unit internal recall/notification systems, immediate response, who calls whom, who reports when and where.

(5) All organizations will provide current POC rosters to the organization that is tasked to notify them under each appropriate recall/notification matrix (see tasking in Annex C). To preclude unnecessary recall/notifications, it is incumbent upon the notified organizations to advise their notifying organization of those situations requiring them to be notified during non-duty hours. This requirement should be included in the notifying unit's operating instructions or checklists.

(6) All organizations receiving information passed over the General ANS Matrix will notify all units having organizational affinity and or are in close physical proximity.

(7) Contract monitors will ensure contractors working on base are notified when applicable.

4. ADMINISTRATION AND LOGISTICS:

a. Overtime use, except compensatory time when necessary and authorized, will be held to an absolute minimum. If overtime is needed, the funding will come from the organization to which the individual is normally assigned.

b.   Resources and people identified to support this plan will be made available by tasked organizations upon plan implementation.

c.   Personnel subject to recall by this plan will be available 24 hours a day, 7 days a week.

d.   Costs incurred for long-distance telephone calls made on private residence telephones in support of this plan are reimbursable in accordance with DFAS DER 177-102, Commercial Transactions at Base Level.

5.   COMMAND AND SIGNAL:

a.   This plan will be implemented through the Command Post.

b.   Overall control will be maintained by the 88 ABW Commander through:

   (1)   Command Post.

   (2)   Battle Staff.

   (3)   On-Scene DCG.

   (4)   Deployment Control Center.

   (5)   Mobile Command Post (88 ABW/CEX).

c.   In some instances it may be necessary to augment the ANS system with other means of communications. Telephones land mobile radio nets, base sirens, public address systems, mobile public address systems, runners, and base cable/public media may also be used to disseminate information and or recall base personnel.

//SIGNED//

MICHAEL W. HAZEN
Colonel, USAF
Commander

ANNEXES:

   A - Tasked Organizations
   C - Recall/Notification Operations

ANNEX A TO WPAFB PLAN 17
TASKED ORGANIZATIONS

ORGANIZATION:

Aeronautical Systems Center (ASC)

    Executive Staff Office

    74th Medical Group

    88th Air Base Wing (ABW)

        Commander/Vice Commander

        Command Post

        Base Plans Division

        Support Group

            Security Forces Squadron

        Civil Engineer Directorate

            Operations and Maintenance Division

        Logistics Group

            Base Operations
            Weather
            Transient Maintenance
            Transportation

        Communications Group

445th Airlift Wing

ANNEX C TO WPAFB PLAN 17
RECALL/NOTIFICATION OPERATIONS

REFERENCES:

    a.   Basic Plan
    b.   Recall/Notification Matrixes
    c.   Glossary of terms
    d.   HQ/AFMC OI 10-205
    e.   ASC OI 55-1
    f.   Unit alert/recall rosters

1.   GENERAL:

    a.   Purpose: Annex C provides guidance and procedures for recall and notification of base personnel during emergency or contingency operations via ANS with normal telephone communications. The ANS may be used as the catalyst for initiating more detailed recall/notification processes. Phone numbers listed in this annex with a (2) prefix are reserved for use by the ANS and will not be advertised or disseminated for other purposes.

    b.   Mission: Alert, recall and notify base personnel.

    c.   Area of Operations: Wright-Patterson Air Force Base.

2.   CONCEPT OF OPERATIONS: See Basic Plan.

3.   CONDUCT OF OPERATIONS: See Appendix 1, 2, 3, 4,5, and 6 to Annex C of this plan.

Appendices:

    1 - (GENERAL) ANS Recall/Notification
    2 - (BATTLE STAFF) ANS Recall/Notification
    3 - (DISASTER CONTROL GROUP) ANS Recall/Notification
    4 - (DEPLOYMENT) ANS Recall/Notification
    5   (TASK FORCE 1) ANS Recall/Notification
    6 – (NATIONAL AIRBORNE OPERATIONS CENTER) ANS Recall/Notification

APPENDIX 1 TO ANNEX C TO WPAFB PLAN 17
(GENERAL) ANS RECALL/NOTIFICATION

1. GENERAL: ANS stations receiving information passed over the ANS systems will recall/ notify all units and personnel having organizational affinity or are in closest physical proximity in accordance with Tabs A, B or C of this Appendix. Contract monitors will notify their specific contractors on base in accordance with their respective contract.

2. PROCEDURES:

a. During normal duty hours: The Command Post will initiate and activate the General ANS Matrix in Tab A, Appendix 1 to the degree necessary to satisfy the immediate situation as directed by proper authority. Receiving ANS station personnel will pick up the telephone, listen, copy the message verbatim, follow ANS procedures identified in the coordinating instructions of the basic plan and immediately conduct their internal and tasked ANS notifications. Organizations receiving notification from an ANS station will immediately conduct any internal and tasked notifications.

b. During non-duty hours: The Command Post will initiate and activate the General non-duty hour ANS Matrix in Tab B, Appendix 1 to the degree necessary to satisfy the immediate situation involving base activities as directed by proper authority. The Command Post will initiate Tab C, Appendix 1 to the degree necessary to satisfy the immediate situation involving the notification/recall of base personnel during non-duty hours, as directed by proper authority. ANS station personnel will pick up the telephone, listen, copy the message verbatim, follow ANS procedures identified in the coordinating instructions of the basic plan and take appropriate action via internal procedures to include HQ/AFMC OI 10-205 and ASC OI 55-1.

Tabs:

A - Normal duty-hour ANS station recall/notification taskings
B - Non-duty hour ANS station base activity notification taskings
C - Non-duty hour ANS station base personnel notification taskings

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TAB A APPENDIX 1 TO ANNEX C WPAFB PLAN 17
DUTY HOUR ANS STATIONS
NOTIFICATION TASKING

GENERAL
DUTY HOUR

ROSTER ID	SYS ID, ORG NAME	PHONE
257	ABW, 88 OSS/OS	72939
258	ABW, WPCU BLDG 262	92561721
259	ABW, AFAA	56214
260	ABW, DISA	73251
261	ABW, ASC/CCD	73995
262	ABW, 88 ABW/JA	76141
263	ABW, AFOSI REG 1	71680
264	ABW, 338 USRSQ	73125
	(Alternate)	74493
265	ABW, DRMO/VBD	77823
266	ABW, AAFES/GM	98792711
267	ABW, 88 CG/IMAAAP	76523
268	ABW, AFROTC	72821
269	ABW, DCPMS/OCI	75743
270	ABW, 88 SPTG/CCE	77153
271	ABW, 88 MSS/DPN	55001
272	ABW, 88LG/LGMT	74039
273	ABW, 88 WS/WEB	77779
274	ABW, 47ALF/DO	77606
275	ABW, 88 LG/CC	76813
276	ABW, 88 LG/LGSPP	73108
	(Alternate)	74251
277	ABW, 88 LG/LGT	76222
278	ABW, AFAA/QL	73207
279	ABW, AFOSI	73000
280	ABW, ASC/PKW Area C	61440
	(Alternate)	72804
281	ABW, 88 MSS/DPETC	73262
282	ABW, WPCU KITTYHAWK	98784209
283	ABW, WPCU	92562197
284	ABW, DPSDO WPAFB	72838
285	ABW, VETERINARY SVC	70569
286	ABW, 88 MSS/DPE	22831
287	ABW, 731 EOD	74536
	(Alternate)	76243
288	ABW, DPAC-DAYTON	72202
289	ABW, BANK ONE	73321
290	ABW, DOD HEALTH SVC	57824
291	ABW, DCS DEF COURIER	76130
292	ABW, DECA/CE-WPT	77420
293	ABW, CAP-USAF	76836

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| 294 | ABW, DISAM | 53327 |

295	ABW, CPMS-AWAC	72141
296	ABW, AFBF	76526
	(Alternate)	76528
297	ABW, DAASC/DSDC-S	63247
298	ABW, FAMCAMP	73563
299	ABW, AFSAC	72552
	(Alternate)	77245
301	ABW, 88 ABW/CEMR	22833
	(Alternate)	73131
302	ABW, NAIC	22838
303	ABW, 88 CG-Job Ctrl	22818
	(Alternate)	92664477
304	ABW, 88 LG/LGTVO	22842
305	ABW, 55 WING-NAOC	71695
306	ABW, 74 AMDS/SGPB	22828
307	ABW, ASC/PA	22830
308	ABW, 88 ABW/XP	22834
	(Alternate)	76291
309	ABW, 88 ABW/EMB	72010
310	ABW, 88 ABW/HC	22836
311	ABW, 88 ABW/EM	22835
	(Alternate)	75672
312	ABW, 88 MSS/DPMDR	22837
	(Alternate)	77485
313	ABW, 88 SPTG/SVC	22841
314	ABW, 88 ABW/CEX	22843
315	ABW, 88 ABW-CC	22825
316	ABW, 88 OSS/OSA	22839
317	ABW, 88 SPTG/SFS	22840
318	ABW, 88 ABW/CEF	22826
319	ABW, 74MDOS/SGOPE	22829
320	ABW, 445 AW/CP	73551
321	ABW, JDMAG	62308
	(Alternate)	62741
322	ABW, 88 ABW/FM	74293
323	AAFES/HG	71833
324	ABW, DCME/GY	22803
325	ABW, 413 FLTF/OLHN	52471
326	ABW, AAFES/BX	73789
327	ABW, AAFES/MCSS	72800
328	ABW, 74 MDG/SGPR	22804
330	ABW, ASC/SE Area C	43391
	(Alternate)	40888
331	ABW, 88 LG/LGSF(C)	72224
332	ABW, 88 LG/LGQ	76158
333	ABW, 88 OSS/OSM	77510
334	ABW, 88 LG/OSE	62645
	(Alternate)	62726
336	ABW, 88 CS/SCMTO	73320
337	ABW, 88 ABW/CE	74160
338	ABW. CFC	70292

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339	ABW, SPTG/CC	73301
340	ABW, LG/LGTTA	76111

341	ABW, ABW/DCCCE	22824
	(Alternate)	66329
350	AFMC, AFMC/SF	22824
351	AFMC, AFMC/PA	62376
352	AFMC, AFMC/CE	76576
353	AFMC, AFMC/SG	22816
354	AFMC, AFMC/LG	22856
355	AFMC, AFMC/FM	22814
356	AFMC, AFMC/HO	78109
357	AFMC, AFMC/PK	77148
358	AFMC, AFMC/ST	22820
359	AFMC, 88 ABW/CC	22825
360	AFMC, AFMC/DP	22813
361	AFMC, AFMC/IG	22819
362	AFMC, AFMC/SV	22815
363	AFMC, AFMC/DR	22810
364	AFMC, AFMC/IN	77447
365	AFMC, AFMC/SC	22811
366	AFMC, AFMC/XP	22844
367	AFMC, AFMC/CCQ	22823
368	AFMC, AFMC/EN	22812
369	AFMC, AFMC/JA	22817
370	AFMC, AFMC/SE	22822
371	AFMC, AFMC/AQ	22857
372	AFMC, AFMC/HC	62987
373	AFMC, DISA/WEPS	22827
374	AFMC, AFMC/CVEA	76108
375	AFMC, AFMC/DO	22821
376	AFMC, Mat Sys Gp MSG	72714
	(Alternate)	62675
377	AFMC, ASC/CCMT	75550
378	AFMC, ASC/CVE	76106
400	ASC, ASC/FM	55917
	(Alternate)	55918
401	ASC, ASC/IG	55426
402	ASC, ASC/SY	53855
403	ASC, ASC/BC	51450
404	ASC, ASC/SM	56584
405	ASC, ASC/CC	55088
406	ASC, ASC/CCX	53118
407	ASC, ASC/EM	54564
408	ASC, ASC/EN	53208
409	ASC, ASC/YN	48008
410	ASC, ASC/LU	53703
411	ASC, ASC/RA	51969
412	ASC, 88 CG/SCQCH	22805
413	ASC, ASC/FB	50935
	(Alternate)	50936
414	ASC, ASC/YT	56939
415	ASC, ACCSO-A	54688

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416	ASC, ASC/HO	57507
417	ASC, 88 ABW/LCMPS	55014
418	ASC, MCLARE	52977

419	ASC, ASC/EW	52271
420	ASC, NMRI/TD	57271
421	ASC, AFMCLO/JAZ	56113
422	ASC, AFRL/VA	54012
423	ASC, USGAO	52556
424	ASC, AAFES/BX	73789
425	ASC, AAFES/MCSS	72800
426	ASC, ASC/GR	59300
427	ASC, AFRL/HE	52564
428	ASC, Library of Congress	29167
	(Alternate)	57159
429	ASC, ASC/XR	54656
430	ASC, ASC/YC	51545
431	ASC, ASC/YF	54167
432	ASC, ASC/YS	59484
433	ASC, AFRL/ML	54726
434	ASC, ASC/YP	65579
435	ASC, ASC/YD	53281
436	ASC, AFRL/PR	52520
438	ASC, ASC/YW	57408
439	ASC, AFRL/SN	52620
440	ASC, JLSC/CSSE	50388
441	ASC, AFRL/HQ	47039
442	ASC, AFMC-CO/PK	59629
443	ASC, DTIC	57905
444	ASC, USAFM/DR MUSEUM	58135
445	ASC, DCAA/WPL	55256
446	ASC, DET-2, AMCSAF	57534
447	ASC, DET 1, AFRL/CCQ	53301
449	ASC, SFTLA	52106
450	ASC, ASC/LP	58519
451	ASC, ASC/PK Area B	51760
452	ASC, ARMY CI	51587
453	ASC, ASC/HP	50130
454	ASC, ASC/CCV	54800
455	ASC, ASC/HR	50637
457	ASC, ASC/CCQ	57364
458	ASC, ASC/CCP	52041
459	ASC, ASC/CCZ	64803
460	ASC, AFRL/HQ	47039
462	ASC, ASC/MO	56807
464	ASC, ASC/SE Area B	53838
500	WX, LGMW	77382
	(Alternate)	77510
501	WX, WWMMCS	77806
502	WX, 46 TW/OGM/OL-AS	55480
503	WX, WrLabs	52661
	(Alternate)	53061
504	WX, AFMC CVE	76108

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505	WPAFB, SBA	53333
	(Alternate)	59347
506	WPAFB, Dining Hall	77151
507	WPAFB, CSC	22841

419	ASC, ASC/EW	52271
420	ASC, NMRI/TD	57271
421	ASC, AFMCLO/JAZ	56113
422	ASC, AFRL/VA	54012
423	ASC, USGAO	52556
424	ASC, AAFES/BX	73789
425	ASC, AAFES/MCSS	72800
426	ASC, ASC/GR	59300
427	ASC, AFRL/HE	52564
428	ASC, Library of Congress	29167
	(Alternate)	57159
429	ASC, ASC/XR	54656
430	ASC, ASC/YC	51545
431	ASC, ASC/YF	54167
432	ASC, ASC/YS	59484
433	ASC, AFRL/ML	54726
434	ASC, ASC/YP	65579
435	ASC, ASC/YD	53281
436	ASC, AFRL/PR	52520
438	ASC, ASC/YW	57408
439	ASC, AFRL/SN	52620
440	ASC, JLSC/CSSE	50388
441	ASC, AFRL/HQ	47039
442	ASC, AFMC-CO/PK	59629
443	ASC, DTIC	57905
444	ASC, USAFM/DR MUSEUM	58135
445	ASC, DCAA/WPL	55256
446	ASC, DET-2, AMCSAF	57534
447	ASC, DET 1, AFRL/CCQ	53301
449	ASC, SFTLA	52106
450	ASC, ASC/LP	58519
451	ASC, ASC/PK Area B	51760
452	ASC, ARMY CI	51587
453	ASC, ASC/HP	50130
454	ASC, ASC/CCV	54800
455	ASC, ASC/HR	50637
457	ASC, ASC/CCQ	57364
458	ASC, ASC/CCP	52041
459	ASC, ASC/CCZ	64803
460	ASC, AFRL/HQ	47039
462	ASC, ASC/MO	56807
464	ASC, ASC/SE Area B	53838
500	WX, LGMW	77382
	(Alternate)	77510
501	WX, WWMMCS	77806
502	WX, 46 TW/OGM/OL-AS	55480
503	WX, WrLabs	52661
	(Alternate)	53061
504	WX, AFMC CVE	76108

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505	WPAFB, SBA	53333
	(Alternate)	59347
506	WPAFB, Dining Hall	77151
507	WPAFB, CSC	22841

	(Alternate)	72177
508	WPAFB, Bowling Alley	77796
509	WPAFB, Fire Dept	73033
510	WPAFB, NCO Club	73767
511	WPAFB, Commissary	77474
	(Alternate)	77420
512	WPAFB, Theatre	74697
513	WPAFB, Chapel (KH)	72909
	(Alternate)	73836
514	WPAFB, Dodge Gym	73044
515	WPAFB, Gym (KH)	73607
	(Alternate)	73153
516	WPAFB, Gate 38C	71083
517	WPAFB, Pool (KH)	72977
518	WPAFB, Home & Garden	71833

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TAB B APPENDIX 1 TO ANNEX C WPAFB PLAN 17
NON-DUTY HOUR ANS STATIONS
BASE ACTIVITY NOTIFICATION TASKING MATRIX

GENERAL
NON-DUTY HOURS
BASE ACTIVITY NOTIFICATION

KEY =

| PHYSICALLY STAFFED POSITION |

AAFES/GM

88 ABW/CEMR

88 ABW/CEF

88 OSS/OSA

DECA/CE-WPT

AAFES/MCSS

AAFES/HG

AAFES/BX

DISA

NAOC

445 AW/CP

NAIC

88 WS/WEB

AFMC COMMAND
CENTER
88 ABW/CP

AFMC/CC-V
& ASC/CC
88 ABW/CC

74 MCOS/
SGO3E

88 CS/
SCM_MC

88 SFS

88 LG/LGSF

LAASC/DSDC-S

38 LG/LGMT

88 LG/LGTVO
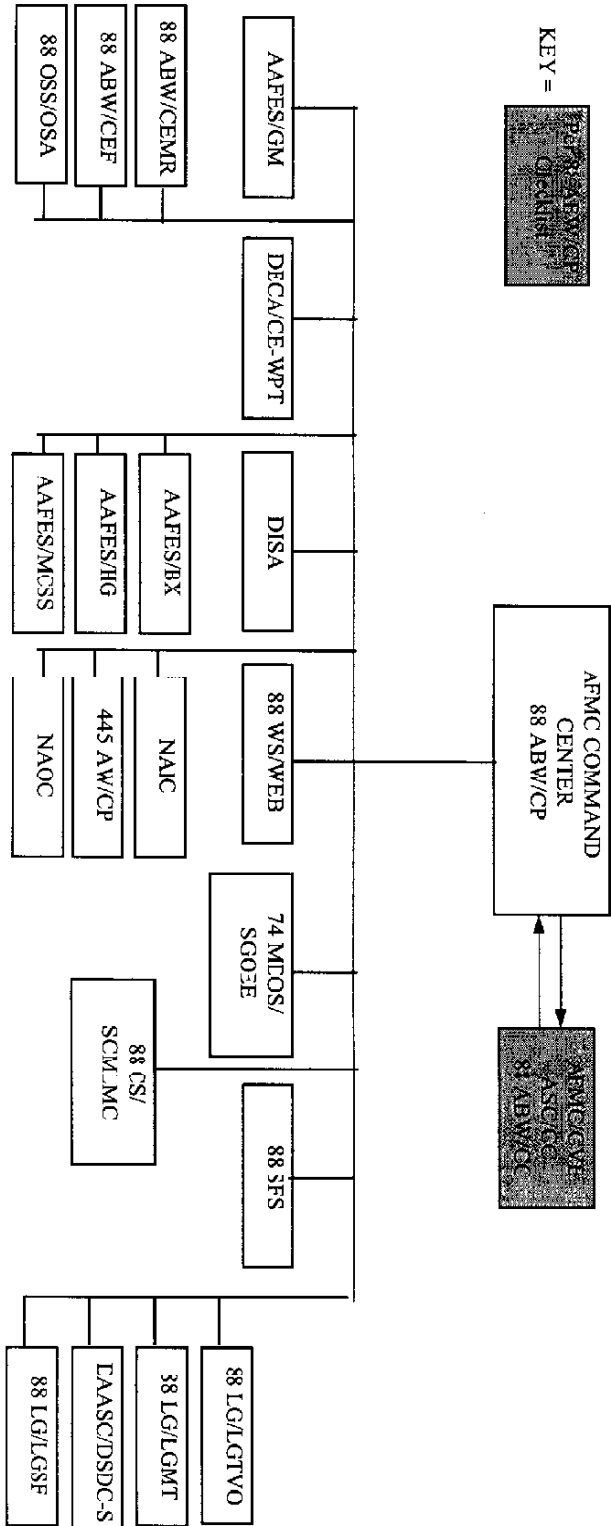
TAB C APPENDIX 1 TO ANNEX C WPAFB PLAN 17

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GENERAL
NON-DUTY HOURS
PERSONNEL NOTIFICATION
(CONTINUED)

```
                          AFMC COMMAND
                            CENTER
                          88 ABW/CP
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- 88 ABW/CEMR
  - 88 ABW/EM
  - 88 ABW/CE
- 88 ABW/HC
- 88 SPTG/SFS
  - 88 ABW/JA
  - 88 SPTG/CC
- 88ABW/XP
- 88 CS/SCMLMC
  - AFBF
  - 88 ABW/FM
  - 88 CG/CC
- 88 WS/WEB
  - 88 LG/CC
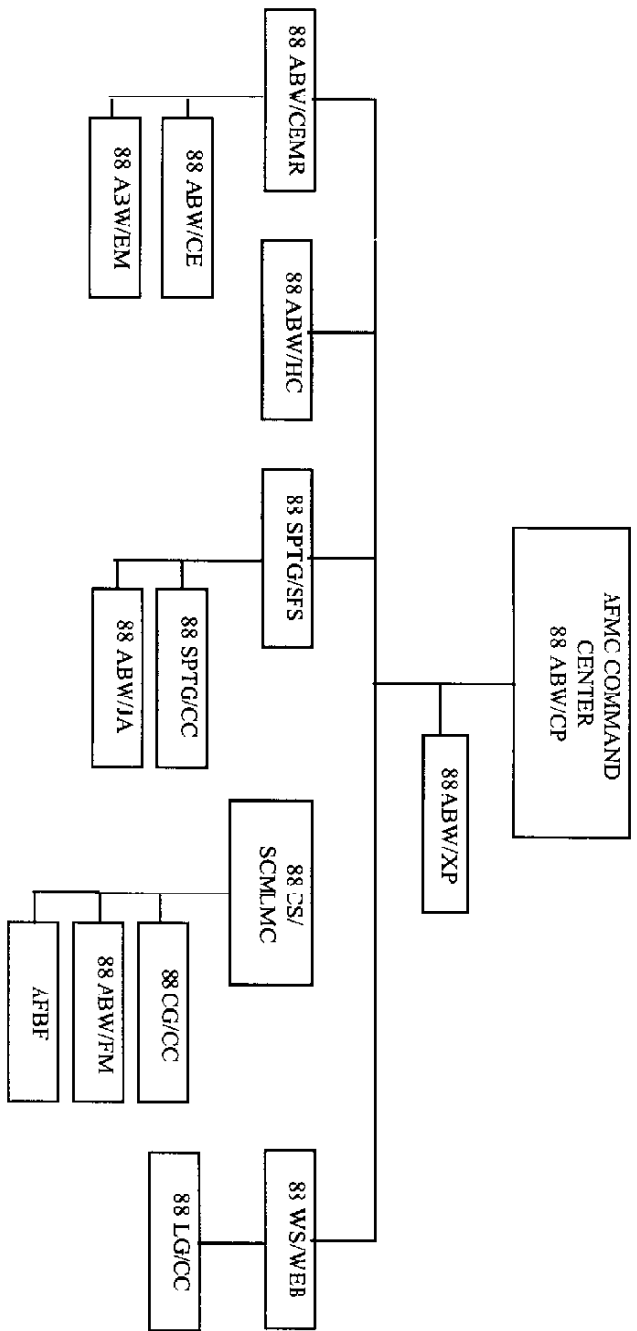
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DEPLOYMENT PLAN
July 2000
(Revised January 2001)

CHAPTER 1: FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

1. Deployment Responsibilities.

1.1. *Host Unit Commander (88 ABW/CC):* Ensure unit deployment program complies with AFI 10-403 and this plan.

1.2. *Installation Deployment Officer (88 ABW/XPX):* Ensure unit deployment program complies with AFI 10-403 and this plan.

1.3. *88th Civil Engineer Group (88 CEG):* Ensure unit deployment program complies with AFI 10-403 and this plan.

1.4. *88th Logistics Group (88 LG):*

1.4.1. Ensure unit deployment program complies with AFI 10-403 and this plan.

1.4.2. Define and meets workcenter deployment requirements (manning and training).

1.4.3. Ensure affected workcenter supervisors attend deployment notification briefings.

1.4.4. 88th Operations Support Squadron (88 OSS):

1.4.4.1. Provide munitions storage/issue contingency support.

1.4.4.2. Ensure Munitions Accountable Systems Officer (MASO) or representative attends deployment notification briefings

1.4.4.3. Relay support aircraft information (aircraft type, tail number, mission number, call sign, estimated/actual arrival and departure times, parking spot, etc.) to the Transportation Readiness Control Center (TRCC) as available.

1.4.5. 88th Supply Function (88 LG/LGS):

1.4.5.1. Provide courtesy storage and issue of small arms and deployment bags in support of contingency operations.

1.4.5.2. Provide equipment training and accountability products for deploying custodians.

1.4.5.3. Ensure equipment review listings are used when deploying property during contingencies/exercises.

1.4.5.4. Attend deployment notification briefings.

1.4.6 88th Transportation Function (88 LG/LGT):

1.4.6.1. Organize, staff, and operate a TRCC, Cargo Deployment Function (CDF), Passenger Processing Function (PPF), and Vehicle Operations Function (VOF) to support around-the-clock (24/7) deployment operations. Establish alternate workcenter relocation and operation procedures.

1.4.6.2. Define and meet workcenter deployment requirements (manning/training).

1.4.6.3. Ensure affected workcenter supervisors attend deployment notification briefings.

1.4.6.4. Ensure cargo preparation and handling training is available for tasked personnel, augmentees, etc.

1.4.6.5. Augment Deployment Control Center (DCC) with fully qualified transportation representatives upon IDO request

1.4.6.6. Ensure TRCC representatives attend deployment notification briefings.

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1.4.6.7. Oversee the Computer Aided Load Manifesting System (CALM) and Cargo Movement Operating System (CMOS).

1.4.7. 88th Weather Squadron (88 WS): Provide a weather update (local and destination weather) at all concept briefings.

1.5. *88th Support Group (88 SPTG):*

1.5.1. Ensure unit deployment program complies with AFI 10-403 and this plan.

1.5.2. 88th Mission Support Squadron (88 MSS):

1.5.2.1. Augment the DCC with fully-qualified personnel.

1.5.2.2. Ensure Stop-Loss notifications impacting deploying personnel are disseminated as quickly as possible.

1.5.3. 88th Services Division (88 SPTG/SV):

1.5.3.1 Ensure procedures exist to feed deploying personnel and workcenter staff during deployment operations.

1.5.3.2 Ensure representatives attend deployment notification briefings and provide support to the Deployment Processing Unit (DPU) during deployment operations.

1.5.4 88th Security Forces Squadron (88 SFS):

1.5.4.1 Protect funds during on and off-base transit and at the DPU pay station IAW AFI 31-209, *The Air Force Resource Protection Program.*

1.5.4.2 Provide Military Working Dog (MWD) teams for drug and explosive searches at the Passenger Processing Function (PPF) and DPU IAW AMCI 24-101, Volume 14, *Military Airlift—Passenger Service.*

1.5.4.3. Issue DD Forms 2, Armed Forces Identification Cards, at the DPU as needed.

1.5.4.4. Ensure representatives attend deployment notification briefings.

1.6. *88th Air Base Wing (88 ABW):*

1.6.1. Ensure unit deployment program complies with AFI 10-403 and this plan.

1.6.2. Command Post (88 ABW/CP): Initiate the Alert Notification System (ANS) as directed by the Host Commander, Battle Staff Director, or IDO for deployment notification (Warning, Alert, and Execution messages), recall, briefing times, etc., to support deployment operations IAW WPAFB Plan 17.

1.6.3. Chaplain (88 ABW/HC):

1.6.3.1 Provide representatives, equipment, and supplies to the DPU to support deployment processing.

1.6.3.2. Provide spiritual guidance, assistance, scriptures, and literature to deploying personnel.

1.6.3.3. Brief cultural or religious customs of the destination country to deploying personnel.

1.6.4. Staff Judge Advocate (88 ABW/JA):

1.6.4.1. Provide representatives, equipment, and supplies to the DPU to support deployment processing.

1.6.4.2. Advise unit commanders on all aspects of specific deployments.

1.6.4.3. Provide legal assistance to deployable personnel (powers of attorney, wills, insurance, and other legal matters).

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(WPAFB BSP)

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    (c)   The Services Division (88 SPTG/SV) will:

        <u>1</u>.   Develop, maintain, and implement procedures in Chapter 15.

        <u>2</u>.   Provide billeting support.

        <u>3</u>.   Provide Services support to the BRU.

        <u>4</u>.   Provide BSP planning support.

        <u>5</u>.   Close the golf driving range if hot cargo pads 1,2, or 3, has specific types of munitions, per Chapter 25.

    (7)   The Civil Engineering Group (88 CEG/CE) will:

        (a)   Develop, maintain, and implement procedures in Chapter 14.

        (b)   Provide Civil Engineering support to the BRU as required in Chapter 6.

        (c)   Provide BSP planning support.

    (8)   The Logistics and Operations Group (88 LOG/LG) will:

        (a)   Develop, maintain, and implement procedures in Chapters 15, 16, 21, and 22.

        (b)   Provide transportation support to the BRU as required in Chapter 6.

        (c)   Develop, maintain, and implement procedures in Chapter 27.

        (d)   Request the 87 APS be recalled to active duty to augment the transportation squadron in the APOE.

    (9)   The Communications Group (88 CG/SC) will:

        (a)   Develop, maintain, and implement procedures in Chapter 26.

        (b)   Provide telephone support to the BRU.

        (c)   Provide BSP planning support.

        (d)   Develop, maintain, and implement procedures in Chapter 6.

        (e)   Develop, maintain, and implement procedures in Chapter 24.

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CHAPTER 6
RECEPTION

REFERENCE: AFI 10-404, Base Support Planning

6.1.   **PURPOSE.** Base Reception is designed to respond to a wide range of crises, and situations to include global conflict. This chapter addresses basic responsibilities and procedures for both base support personnel and non-AFMC gained deploying/employing forces. Functional chapters address specific procedures and responsibilities for base reception.

6.2.   **RESPONSIBILITIES**

6.2.1.   88 ABW/XPX is the OPR for reception planning.

6.2.2.   HQ AFMC/XP will provide access to appropriate force data in GCCS, providing TPFDDs and movement tables to assist the Wing in planning and performing reception/ deployment taskings.

6.2.3.   Transportation Readiness Control Center (TRCC) will monitor and control transportation actions required to process passengers and cargo to include munitions, for deployment.

6.2.4.   Reception Manager (RM), 88 MSS/CC will ensure unit/personnel oriented support (billeting, messing, staging/assembly area, medical, finance, local transportation) is provided to arriving units or personnel. The RM is in charge of the Base Reception Unit (BRU) and ensures it is set up and able to function as a team.

6.2.5.   BRU will be provided sufficient trained personnel, equipment, and supplies from installation agencies to establish a BRU. Specialized personnel training is not anticipated. The BRU structure is detailed on page 6.4.

6.2.6.   Supporting activities will develop checklists to ensure appropriate actions will be taken during reception activities.

6.3.   **PROCEDURES**

6.3.1.   During a crisis situation all command and control actions of the 88 ABW will emanate from the Commander's Battle Staff. The decision to activate this plan will be made by the Commander as advised by the Base RM or as directed by HQ AFMC. The Base Support Plan will normally be activated at the same time as the Base Deployment Plan.

6.3.2.   Arriving personnel and cargo fall into four categories:

6.3.2.1.   Off-base units transiting the base. Off-base units transiting the base will be directed by the gate Security Forces to the RM/BRU in Building 142, Area C, where support requirements will be determined.

6.3.2.1.1.   The Reception Manager/Chief, will obtain a copy of the unit's Automated Scheduling Message (ASM) received from the US Transportation Command, or other documentation, which identifies the mission number they are scheduled to depart on. The RM then contacts the TRCC identifying the unit that has arrived, their Unit Line Number (ULN), Unit Identification Code (UIC), Unit Type Code (UTC), location while on base, and unit mission number from the ASM.

6.3.2.1.2.   The TRCC will then project the unit's anticipated departure based on mission manifest data reflected in the Joint Operational Planning and Execution System (JOPES), specifically the E-5 Report or Port Movement Workload Report. If the anticipated departure exceeds 12 hours, billeting or bivouac areas will be assigned for personnel and staging or assembly areas for unit cargo.

6.3.2.1.3.   The TRCC, through coordination with the deploying unit representative, will schedule and manage, according to the AMC airlift flow and ASM, the unloading of UTCs (pax and cargo). The TRCC must be kept informed as to the unit's location and be able to make immediate contact with the unit.

6.3.2.1.4.   As soon as the unit is assigned to billeting/bivouac areas and the cargo to staging/assembly areas, the unit representative or Departure Airlift Control Group (DACG) member is assigned to the TRCC to maintain the required contact with the unit or units.

6.3.2.1.5.   The unit representative brings all copies of load lists/TCMDs, Shipper's Decs, DD Forms 1687-2, if required, Material Safety Data Sheets, DD Forms 1149, as required, and DD Forms 1687, manifests for cargo and passengers, and automated load planning databases to the TRCC.

6.3.2.1.6.   Unit cargo is assembled and prepared for air shipment at the staging/assembly area by the owning unit.

6.3.2.1.7.   Aircraft flow messages are provided to the RM, and TRCC by the BS. The DCC with TRCC's Capability Forecasting workcenter develops the schedule of events from the aircraft flow messages and the units Automated Scheduled Messages (ASMs), in concert with the Tanker Airlift Control Element (TALCE) and DACG.

6.3.2.1.8.   The unit representative or DACG member assigned to the TRCC will call unit personnel and cargo forward for cargo in-checking and final personnel processing

6.3.2.1.9.   Upon being called forward, unit personnel will enter the Passenger Processing Function (PPF) for final briefing, manifesting and boarding. Unit cargo is transported to the Cargo Deployment Function (CDF) for in-checking and joint inspections. After acceptance, the cargo is

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staged into aircraft loads in the cargo marshaling area. The DCC notifies the appropriate offices of units unable to meet their scheduled departure time.

6.3.2.2.   Individuals transiting the base. Individuals transiting the base may be active duty military on leave, TDY, or pass; DoD civilians on leave or TDY; reservists or national guard personnel requiring transportation to their units; or Individual Mobilization Augmentees (IMAs) requiring transportation.

6.3.2.2.1.   The RM will direct the individuals to the passenger traffic section that will arrange transportation.

6.3.2.2.2.   The RM and BRU will then determine what support requirements are required. If the anticipated departure exceeds 12-hours, billeting will be assigned.

6.3.2.2.3.   As soon as travel arrangements are confirmed, the RM will notify the unit of assignment as to the individuals anticipated departure/arrival information.

6.3.2.3.   Off-base units to be employed at the base. Off-base units to be employed on base will be directed to the BRU where unit support requirements will be identified. The BRU will contact their gaining unit. A representative from the unit will arrange transport while the BRU will arrange for billeting or bivouac.

6.3.2.4.   Individuals to be employed at the base. Individuals to be employed on base will be referred to the BRU. A representative from the gaining office will arrange for the individuals' transport, while billeting will be arranged by the BRU, if required. Formal in-processing for active duty military and DoD civilians may be delayed and scheduled until after initial influx of personnel; however, initial processing (withholding statements, pay records, emergency data, etc.) must be accomplished.

6.3.2.5.   Non-unit cargo or air eligible cargo arriving for transshipment on AMC aircraft to the theater of operations that is not identified to a unit move, will be routed through the Cargo Deployment Function (CDF) for processing and loading.

6.3.3.   Reserve and National Guard units that deploy following mobilization will deploy according to WPAFB Deployment Plan.

Attachments:
1 - Base Reception Unit (BRU)
2 - TRCC/Deployment/BRU Reception Responsibilities
3 - Base Support Planning Committee (BSPC)

Attachment 1

BASE RECEPTION UNIT (BRU)

6.A1.1.   **PURPOSE**: To establish BRU structure, responsibilities, and procedures for the centralized control, direction, and supervision of all reception functions relating to inbound and transiting forces on WPAFB during this plan's implementation.

6.A1.2.   **BRU FACILITY**. The BRU is located in Building 142, Area C, with a holding area capable of handling a maximum of 400 personnel at one time. The facility also has available temporary storage for personal baggage, rest rooms, seating, telephones, and is readily accessible to surface transportation and air on-load facilities.

6.A1.3.   **RESPONSIBILITIES**: The following agencies are responsible for complying with the procedures and taskings in this appendix: 88 ABW/FM, 88 SPTG/CC, 88 CEG, 88 LOG, 88 ABW/JA, 88 CG/SC, 88 ABW/HC, deploying Unit Movement Officer (UMO), ASC/PA, ASC/PK, ASC/SE and the 74 Med Grp/SGAX.

6.A1.3.1.   The Reception Manager, 88 MSS/CC will:

6.A1.3.1.1.   Activate the BRU when directed by the Commander/Battle Staff director.

6.A1.3.1.2.   Provide overall control, direction, and supervision of reception activities in the BRU

6.A1.3.1.3.   Ensure the BRU is manned with the following representatives on a 24-hour basis:

6.A1.3.1.3.1.   Reception Manager and Management Assistant

6.A1.3.1.3.2.   Deployment Control Center Representative

6.A1.3.1.3.3.   Transportation/Cargo Passenger Specialist

6.A1.3.1.3.4.   Military Personnel Representative

6.A1.3.1.3.5.   Base IMA Administrator

6.A1.3.1.3.6.   Services Representative

6.A1.3.1.3.7.   Security Forces Representative (as required)

6.A1.3.1.3.8.   Safety Representative (as required)

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6.A1.3.1.3.9.   Supply Representative (available through DCC)

6.A1.3.1.3.10.   Civilian Personnel Representative (as required)

6.A1.3.1.3.11.   Medical Team (as required)

6.A1.3.1.3.12.   Legal Representative (as required)

6.A1.3.1.4.   Provide the UMO with a copy of this annex.

6.A1.3.1.5.   Inform the Readiness Center of any current or potential problems.

6.A1.3.2.   Installation Deployment Office (IDO) will:

6.A1.3.2.1.   Activate the DCC and subordinate deployment work centers according to WPAFB Deployment Plan, to control on-base unit moves.

6.A1.3.2.2.   Furnish the Reception Manager with a hand-held radio.

6.A1.3.3.   Transportation Specialist will:

6.A1.3.3.1.   Assure that all unit/non-unit cargo/passengers arriving for onward movement are directed to the proper in-check point.

6.A1.3.3.2.   Work with the TRCC in monitoring the status of cargo/passenger marshaling areas.

6.A1.3.3.3.   Work with the TRCC in monitoring the status and progress of cargo/passengers scheduled for airlift.

6.A1.3.3.4.   Work closely with the TRCC and unit representative to assure a manageable and timely flow of their cargo/passengers into and from the Aerial Port.

6.A1.3.3.5.   Inform the TRCC/Reception Manager of any problems or potential problems.

6.A1.3.3.6.   Notify the Battle Staff LOG representative (76730/76732) when the functions of the BRU/Transportation Specialist have been activated.

6.A1.3.4.   Personnel Specialist will:

6.A1.3.4.1.   Obtain arrival information and collect one copy of orders for each arriving and/or transiting member or unit.

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6.A1.3.4.2.   Arrange and schedule mass in-processing through a personnel processing center in the PDF.

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AIRCRAFT HURRICANE EVACUATION SUPPORT

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2. Establish a Restricted Area, around individual aircraft or area large enough to contain all Protection Level aircraft. These are all areas to include taxiways, HAZPADS, east of runway 23R and taxiway Alpha. The decision to establish the Restricted Area will come from the Shift Sergeant and SFOSA, SFO or SF in coordination with Base Operations.

3. BOPS and Transient Maintenance (TM) will be contacted personally by Security Forces personnel to ensure notification and coordination.

4. The Restricted Area will be purged to ensure all personnel are in possession of an AF Form 1199, supported with a Master EAL or orders, or otherwise have authority to perform official duty within the newly designated Restricted Area(s).

5. Restricted Area signs will be placed in accordance with AFI 31-101.

6. The main Entry Control Point (ECP) will be located at gate 5G. Current Free Zone procedures will apply. Other ECPs may be established based on aircraft parking locations.

7. Coordinate with the home station security forces for security support for evacuation aircraft.

8. Arm TDY security forces upon arrival at WPAFB.

9. Brief TDY security forces on local flightline driving procedures upon arrival at WPAFB.

(b) Services Division, (88 SPTG/SV) will:

1. Provide billeting and food service facilities for evacuation flight crews and support personnel as required.

2. Identify a HUREVAC billeting officer to make billeting arrangements for HUREVAC aircrew and support personnel. The billeting officer will be positioned at a central location (TBD), with lap-top computer capability as required.

3. Provide billeting information needed to maintain a locator system for all arriving personnel.

(2) 88th Logistics Group Commander, (88 LG/CC) will:

(a) Activate the HUREVAC Plan through the HUREVAC Officer when determined to be required to process arriving personnel. Direct activation of the HRC through the HUREVAC Officer to process large groups of HUREVAC personnel.

1. Make available locator information received from Services Division.

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_2_. Maintain data provided by the HUREVAC Duty Officer on the number, type, and home station of HUREVAC aircraft, updated as required.

_3_. Receive updated information on arriving aircraft and personnel and forward to the AFMC command center (AFMC/CP).

_4_. When required, provide HQ AMC Tanker Airlift Control Element (TALCE) with space in Bldg 142 to coordinate control of AMC HUREVAC assets on WPAFB.

(b) Through the transportation function provide u-drive vehicles if available. Provide driver and vehicle support for mass movements of arriving personnel.

(c) Through TM provide routine transient aircraft services. Priority will be given to recovering arriving aircraft.

(d) Through the Fuels Supply Function provide POL for refueling evacuation aircraft. HUREVAC aircrew or support personnel may be available to assist in refueling operations.

(e) Through the 88th Operations Support Squadron:

_1_. Control Tower (88 OSS/OSAT) will:

_a_ Provide ATC support, 0600-2359 local daily. Requests for support for operations outside this operational window must be coordinated in advance through the Airfield Operations Flight Commander (AOF/CC).

_b_ When requested, provide a single position in the Control Tower with a UHF monitoring capability for an evacuating fighter unit Supervisor of Flying (SOF). If multiple units are involved, the AOF/CC determines in coordination with arriving mission commanders/senior leadership which single SOF will best represent the needs of all flying activities concerned. The SOF operates at the discretion of the AOF/CC and may be removed due to operational constraints.

_2_. Airfield Operations (88 OSS/OSAM) will:

_a_ Provide 24 hour airfield and base operations services.

_b_ Notify agencies listed in ANNEX D of the initial notice of inbound evacuation aircraft and subsequent changes to WPAFB HUREVAC status:

_c_ When notified by the LG/CC, or the LG/CC's representative, or the HUREVAC Officer to activate the HRC, notify agencies in ANNEX E.

_d_ No later than (NLT) 1 Aug of each year, provide via message a schedule of local events and operational limiting factors that may impact HUREVAC planning for use of WPAFB.

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